

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 326-A ✓

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF Public Safety & Correctional Services

Patuxent Institution

AGENCY

DIVISION

Item
No.

Description

The following items amend schedule #326, Department of Public Safety & Correctional Services
Patuxent Institution, dated April 1958:

1. INMATES FOLDER FILE (Director's Office)

Supersedes Item 3, Page 2, Schedule #326.

RECOMMENDATION: Upon complete release, transfer to Classification Department to be purged with the Inmate Base File, shown at Item 11, Page 6, as changed below.

2. INMATE BASE FILE

Supersedes Item 11, Pages 6-8, Schedule #326.

This is an 8½" x 11" partitioned folder maintained in the Classification Department. The records layout is as follows:

Inside Front Cover

Picture and Control Card

First Filing Surface

Psychiatric Progress Notes, Patuxent Interval Notes, Patuxent Diagnostic Evaluation, Board of Review Reports, Psychiatric Reports from Division of Correction, Psychiatric Reports from other institutions, Patuxent Institution Medical Examination, E. E. G. Report, Division of Correction Medical Examination, Refusal of Psychiatric Examination and Refusal of Medical Services.

Second Filing Surface

Patuxent Psychological Report, Psychological Reports from the Division of Correction, Psychological Reports from other Institutions and Refusal of Psychological Examination.

Schedule approved by Department, Agency or Division Representative

Brown Hardy Acting Chief Administrative Officer March 23, 1977

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/5/77
Date

Edward B. Bepko
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
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Item No.	Description
	<p><u>Third Filing Surface</u> Violation of status reports and notices of status revocation hearings, I.B.R. Status Papers (i.e. Leave, Work Release, School Release and Parole), Patuxent Social History, Social Data from Other Institutions, and Refusal to Give Social History Information.</p> <p><u>Fourth Filing Surface</u> Incident Reports, Package Receipt Forms, Personal Belongings List, Disciplinary Reports, and Educational Reports.</p> <p><u>Fifth Filing Surface</u> Admission Summary, F.B.I. "Rap Sheet," State's Version, Pre-sentence Investigation, Correspondence, Movement Orders, Description Sheet, and Records of Prior Incarcerations.</p> <p>RECOMMENDATION: On date of transfer, microfilm complete file of inmates to be transferred and forward file to receiving institution. Retain all other files for five years after complete release then microfilm and forward to a State Records Center for an additional five years, then destroy. Retain microfilm at Patuxent Institute permanently.</p>
3.	<p><u>LEGAL RECORDS</u></p> <p>Supersedes Item 34, Page 19, Schedule #326.</p> <p>This is an 8½" x 14" folder maintained in the Legal Records Department. All Criminal Commitments, Defective Delinquent Commitments, Writs of Habeas Corpus, Detainers, Authorization for Final Release, and correspondence related to these documents are contained in this file.</p> <p>RECOMMENDATION: Upon complete release, screen and forward to the Classification Department to be purged with the Inmate Base File, shown at Item 11, Page 6, as changed above.</p>